

FEDERAL AGENCY OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

Baseline Questionnaire

Instructions: Respond to each question below by circling "Y" or "N" to indicate "yes" or "no." An explanation is required for each "no" response. For each "yes" response, provide the appropriate documentation indicated.

I. Program Administration (29 CFR Part 1960, Subpart B)

A. Designation of Agency Safety and Health Officials (DASHO) (1960.6)			
Each agency head shall designate an official with sufficient authority and responsibility to represent effectively the interest and support of the agency head in the management and administration of the agency occupational safety and health program. 1960.6(a))			
Question	Yes No	Explanation	Required Documentation
1. Has an Assistant Secretary or the equivalent been designated as the DASHO?	Y N		Agency-wide notice to employees.
2. Has the DASHO been assigned the responsibility and provided the authority to develop and implement the agency-wide safety and health program?	Y N		Official agency document of assigned responsibilities.

Question	Yes No	Explanation	Required Documentation
3. Does the DASHO have sufficient authority to direct the improvement of working conditions agency-wide?	Y N		
4. Can the DASHO mandate that all recognized or identified hazards be abated?	Y N		
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: An agency occupational safety and health policy and program to carry out the provision of section 19 of the Act, Executive Order 12196, and this part. (1960.6(b)(1))			
5. Is there an agency-wide safety and health policy in place?	Y N		Agency-wide policy statement/notice as communicated to employees.
6. Does the policy address the need to eliminate recognized and identified workplace hazards?	Y N		Agency-wide policy statement/notice as communicated to employees.
7. Is there an agency-wide safety and health program in place?	Y N		Agency-wide program available to employees.
8. Does the program address the roles and responsibilities of management and employees in program implementation.	Y N		Agency-wide program available to employees.
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: An organization, including provision for the designation of safety and health officials at appropriate levels, with adequate budgets and staffs to implement the occupational safety			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
and health program at all operational levels. (1960.6(b)(2))				
9.	Is there a plan and directive addressing the identification and designation of management positions at each operational level; an organizational chart showing the location of these positions within the agency structure; and, a timetable for implementation?	Y N		Agency-wide plan and directive.
10.	Does the plan and directive require staff resources to conduct self-evaluations, annual inspections, accident investigations, data collection and analysis, training, and administrative processing?	Y N		Agency-wide plan and directive.
11.	Does the directive provide adequate budget for safety and health program implementation?	Y N		Agency-wide directive.
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: A set of procedures that ensures effective implementation of the agency policy and program as required by section 19 of the Act, Executive Order 12196, and the program elements of this part. (1960.6(b)(3)) (See also 1960.8(c).)				
12.	Is there an implementing program directive that provides for full occupational safety and health program implementation, periodic program management assessments	Y N		Agency-wide implementing program directive.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
and provision for appropriate program adjustments?			
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: Goals and objectives for reducing and eliminating occupational accidents, injuries, and illnesses. (1960.6(b)(4))			
13. Has the agency established goals and objectives for reducing and eliminating accidents, injuries and illnesses?	Y N		Agency-wide communications of goals and objectives.
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: Plans and procedures for evaluating the agency's occupational safety and health program effectiveness at all operational levels. (1960.6(b)(5)) (See also 1960.79.)			
14. Is the agency's directive for self-evaluations at all operational levels, in place and operational?	Y N		Agency-wide directive.
15. Are responsibilities clearly identified?	Y N		Agency-wide directive.
Each designated agency safety and health official (DASHO) shall assist the agency head in establishing: Priorities with respect to the factors which cause occupational accidents, injuries, and illnesses in the agency's workplaces so that appropriate corrective actions can be taken. (1960.6(b)(6)) (See also 1960.66(c).)			
16. Does the agency have in place analytical procedures for determining the cause or causes of occupational accidents, injuries	Y N		Agency analysis procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
and illnesses?				
17.	Using a history of causal data and other factors (i.e., number of hazard instances, accident frequency, injury/illness severity, number of employees exposed, etc.), has the agency developed a formula for determining hazard correction priorities?	Y N		Agency formula and priority list.
B. Financial Management (1960.7)				
The head of each agency shall ensure that the agency budget submission includes appropriate financial and other resources to effectively implement and administer the agency's occupational safety and health program. (1960.7(a))				
18.	Does the agency's fiscal year budget submission include appropriate financial and other resources for safety and health program implementation?	Y N		Current agency-wide fiscal year operating budget.
The Designated Agency Safety and Health Official (DASHO), management officials in charge of each establishment, safety and health officials at all appropriate levels, and other management officials shall be responsible for planning, requesting resources, implementing, and evaluating the occupational safety and health program budget in accordance with the regulations of the Office of Management and Budget Circular A-11 (sections 13.2(f) and 13.5(f) and other relevant documents. (1960.7(b))				
19.	Have designated safety and health program officials, at all appropriate levels, been delegated full budget authority for the safety and health program?	Y N		Agency statement of delegated authority. Agency-wide budget directive and

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
			processing manual.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Sufficient personnel to implement and administer the program at all levels, including necessary administrative costs such as training, travel, and personal protective equipment. (1960.7(c)(1))			
20. Has the agency committed, at a minimum, the following personnel resources: a. Safety and health program personnel at each establishment headquarter's level? b. Safety and health program personnel at each subordinate or field location? c. Safety and health managers/supervisors at other appropriate levels?	 Y N Y N Y N		Agency staffing patterns with designated safety and health staff identified.
21. Has the agency committed, at a minimum, the necessary funds for: a. The provision of basic safety and health program training; and, special needs training to address new hazards, new operations, new equipment, etc.?	 Y N		Agency budget with safety and health commitments clearly identified.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
b.	The purchase and/or maintenance of equipment to protect employees on the job (i.e., respirators, eye glasses, special gloves and shoes, etc.)?	Y N		
c.	The costs of travel in the administration of any program activity including the acquisition of training?	Y N		
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Abatement of unsafe or unhealthful working conditions related to agency operations or facilities. (1960.7(c)(2))				
22.	Has the agency committed, at a minimum, the necessary funds for equipment modifications, process changes, new equipment, or cleanup operations which have been determined to be the cause or causes of accidents or to be potentially hazardous to employees?	Y N		Agency budget authority.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Safety and health sampling, testing, and diagnostic and analytical tools and equipment, including laboratory analyses. (1960.7(c)(3))				
23.	Has the agency committed, at a minimum, the necessary funds for the purchase and maintenance of health sampling equipment	Y N		Agency budget authority.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
and supplies for air quality control, hearing conservation, contagious and infectious diseases, etc.?			
24. Has the agency committed, at a minimum, the necessary funds for the analyses of health samples?	Y N		Agency budget authority.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Any necessary contracts to identify, analyze, or evaluate unsafe or unhealthful working conditions and operations. (1960.7(c)(4))			
25. Has the agency committed, at a minimum, the necessary funds for the cost of expert safety and health consultants to assist in the identification, analysis and evaluation of workplace conditions, if applicable?	Y N		Agency budget authority.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Program promotional costs such as publications, posters, or films. (1960.7(c)(5)) (See also 1960.12(e).)			
26. Has the agency committed, at a minimum, the necessary funds for producing safety and health pamphlets, newsletters, posters, video tape or slide presentations, posters, etc.?	Y N		Agency budget authority.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Technical information, documents, books, standards, codes, periodicals, and publications. (1960.7(c)(6))			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
27. Has the agency committed, at a minimum, the necessary funds for the purchase of technical information and documents; i.e., standards, codes, safety and health oriented periodicals, books and publications, etc.?	Y N		Agency budget authority.
Appropriate resources for an agency's occupational safety and health program shall include, but not be limited to: Medical surveillance programs for employees. (1960.6(c)(7))			
28. Has the agency committed, at a minimum, the necessary funds to ensure implementation of an employee medical surveillance program to include: a. Tracking of occupational illness or disease? b. Determination of employee fitness for duty? c. Baseline measurement of the health of the employee? d. Medical examinations/special purpose examinations? e. Pre-departure medical examinations?	Y N		Agency budget authority.
C. Agency Responsibility (1960.8)			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
★ ★ ★ The head of each agency shall furnish to each employee employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. (1960.8(a)) (See also 1960.26(a)(1).)			
29. Does the agency have in place a systematic plan for inspecting employee work areas for hazardous and potentially hazardous working conditions, and ensuring their timely correction?	Y N		Agency action plan.
★ ★ ★ The head of each agency shall comply with the Occupational Safety and Health Administration standards applicable to the agency. (1960.8(b))			
30. Has the agency issued a policy indicating that OSHA standards are to be fully applicable to agency operations and activities?	Y N		Agency policy.
★ ★ ★ The head of each agency shall develop, implement, and evaluate an occupational safety and health program in accordance with the requirements of section 19 of the Act, Executive Order 12196, and the basic program elements prescribed in this part, or approved alternate program elements. (1960.8(c)) (See also 1960.6(b)(3).)			
31. Has an agency program been developed in accordance with the requirements of Section 19 of the Act, Executive Order 12196, and 29 CFR Part 1960?	Y N		Agency written safety and health program.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
32.	Is the agency's written safety and health program being implemented?	Y N		Agency implementing program directive.
33.	Is the agency's safety and health program being evaluated?	Y N		Agency self-evaluation procedures.
★ ★ ★ The head of each agency shall acquire, maintain, and require the use of approved personal protective equipment, approved safety equipment, and other devices necessary to protect employees. (1960.8(d)) (See also 1960.10(b).)				
34.	How does the agency assess the need for PPE and approved safety equipment and devices?	Y N		Agency assessment methodology.
35.	Are PPE and approved safety equipment and devices available, where needed and required?	Y N		Agency inventory requirements.
36.	Are these devices and equipment properly maintained?	Y N		Agency monitoring program.
37.	Does the agency have a monitoring program in place to ensure consistent and proper PPE use?	Y N		Agency monitoring program.
In order to provide essential specialized expertise, agency heads shall authorize safety and health personnel to utilize such expertise from whatever source available, including but not limited to other agencies, professional groups, consultants, universities, labor organizations, and safety and health committees. (1960.8(e))				

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
38.	Has the agency identified program weaknesses where expert assistance is required for effective program implementation?	Y N		Agency identified weaknesses.
39.	Have appropriate safety and health officials been given funds and granted authority to identify and acquire the assistance of experts?	Y N		Authorization statement or policy.
40.	Are needed experts being utilized?	Y N		

★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

D. Supervisory Responsibilities (1960.9)			
Employees who exercise supervisory functions shall, to the extent of their authority, furnish employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm. They shall also comply with the occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the head of the agency with respect to the agency occupational safety and health program. (1960.9)			
41. Are supervisors exercising their authority to provide hazard free work environments by promoting hazard recognition, providing safety and health training, requiring safe work practices, and providing for quick abatement of all identified unsafe and unhealthful working conditions?	Y N		
42. Are supervisors complying with occupational safety and health standards applicable to their agency and with all rules, regulations, and orders issued by the agency with respect to the agency's occupational safety and health program?	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

E. Employee Responsibilities and Rights (1960.10)			
Each employee shall comply with the standards, rules, regulations, and orders issued by his/her agency in accordance with section 19 of the Act, Executive Order 12196, and this part which are applicable to his/her own actions and conduct. (1960.10(a))			
43. Has the agency informed employees of their safety and health responsibilities and the content of applicable safety and health materials?	Y N		Agency employee orientation/training/ promotional program.
44. How does the agency respond to employee requests for access to copies of safety and health materials?	Y N		Agency distribution and access system.
45. How does the agency inform employees of new or revised safety and health requirements?	Y N		Agency training program.
Employees shall use safety equipment, personal protective equipment, and other devices and procedures provided or directed by the agency and necessary for their protection. (1960.10(b)) (See also 1960.8(d).)			
46. Has the agency provided initial training for all employees on the proper use of PPE, safety equipment and other devices provided for their protection?	Y N		Agency training program.
47. Are employees using PPE and operating	Y		Agency monitoring/

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
properly and safely other equipment and devices provided for their safety?	N		evaluation report.
Employees shall have the right to report unsafe and unhealthful working conditions to appropriate officials. (1960.10(c)) (See also 1960.12(c)(1) and 1960.28(a).)			
48. Has the agency informed employees of their right to report unsafe and unhealthful working conditions?	Y N		Agency-wide communications to employees.
Employees shall be authorized official time to participate in the activities provided for in section 19 of the Act, Executive Order 12196, this part, and the agency occupational safety and health program. (1960.10(d))			
49. Has the agency established procedures for employee participation in safety and health committee meetings, training seminars, agency inspections, etc.?	Y N		Agency procedures.
50. Has the agency informed employees of this right?	Y N		Agency-wide communications to employees.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

F. Evaluation of Occupational Safety and Health Performance (1960.11)

★★★ Each agency head shall ensure that any performance evaluation of any management official in charge of an establishment, any supervisory employee, or other appropriate management official, measures that employee's performance in meeting requirements of the agency occupational safety and health program, consistent with the employee's assigned responsibilities and authority, and taking into consideration any applicable regulations of the Office of Personnel Management or other appropriate authority. The recognition of superior performance in discharging safety and health responsibilities by an individual or group should be encouraged and noted. (1960.11)

51.	Has the agency informed heads of establishments, supervisory personnel and other management officials of their safety and health responsibilities?	Y N		Agency communications.
52.	Has the agency established specific safety and health performance/ evaluation elements for managers and supervisors?	Y N		Agency established performance/evaluation elements.
53.	Does the agency evaluate the safety and health performance of managers and supervisors?	Y N		
54.	Does the agency have a system which encourages awards for superior performance in the area of safety and health?	Y N		

G. Dissemination of Occupational Safety and Health Program Information (1960.12)

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Copies of the Act, Executive Order 12196, program elements published in this part, details of the agency's occupational safety and health program, and applicable safety and health standards shall be made available upon request to employees or employee representatives for review. (1960.12(a))			
55. Has the agency established procedures for responding to employee requests for details of the agency's safety and health program and other related materials, i.e., the Act, Executive Order 12196, safety and health standards, 29 CFR Part 1960 program elements, etc.	Y N		Agency procedures.
56. Has the agency informed employees or employee representatives of the availability of these materials and the governing procedures?	Y N		Agency communications.
A copy of the agency's written occupational safety and health program applicable to the establishment shall be made available to each supervisor, each occupational safety and health committee member, and to employee representatives. (1960.12(b))			
57. Has the agency made available to each supervisor, each certified safety and health committee and to employee representatives at each establishment applicable elements of the agency-wide safety and health program?	Y N		Agency communications.
★ ★ ★ Each agency shall post conspicuously in each establishment, and keep posted, a poster informing employees of the			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
provisions of the Act, Executive Order 12196, and the agency occupational safety and health program under this part. The Department of Labor will furnish the core text of a poster to agencies. (1960.12(c))			
58. Has the agency developed a poster?	Y N		Agency poster.
59. Is the poster posted conspicuously in each establishment?	Y N		
60. Does the poster contain the "core text" provided by the Secretary?	Y N		Agency poster.
★ ★ ★ The Department of Labor will furnish the core text of a poster to agencies. Each agency shall add the following item: Details of the agency's procedures for responding to reports by employees of unsafe or unhealthful working conditions, and to allegations of discrimination or reprisal due to participation in safety and/or health activities. (1960.12(c)(1)) (See also 1960.10(c).)			
61. Does the agency's poster provide details of the agency's procedures for responding to employee reports of unsafe and unhealthful working conditions and allegations of discrimination or reprisal?	Y N		Agency poster; agency procedures.
★ ★ ★ The Department of Labor will furnish the core text of a poster to agencies. Each agency shall add the following item: The location where employees may obtain information about the agency's occupational safety and health program, including the full text of agency occupational safety and health standards. (1960.12(c)(2))			
62. Does the agency's poster provide the	Y		Agency poster; agency procedures.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
location where information on the agency's safety and health program and applicable standards may be obtained?	N		
★ ★ ★ The Department of Labor will furnish the core text of a poster to agencies. Each agency shall add the following item: Relevant information about any agency safety and health committees. Such posters and additions shall not be altered, defaced, or covered by other material. (1960.12(c)(3)) (See also 1960.37(g).)			
63. Does the agency's poster provide relevant information about any certified safety and health committees (i.e., the name, location, coverage, function, meeting dates, etc.) and the location where additional information (i.e., minutes, etc.) may be obtained?	Y N		Agency poster; agency procedures.
64. Is the agency taking the necessary steps to ensure that such posters and additions are not altered, defaced, or covered by other material?	Y N		
A copy of the agency's poster shall be provided to the Secretary. If the agency needs assistance and advice on the content and development of the poster, such shall be requested of the Secretary prior to printing and distribution. (1960.12(d))			
65. Has the agency provided the Secretary with a copy of the poster?	Y N		Agency transmittal to the Secretary.
Agency heads shall promote employee awareness of occupational safety and health matters through their ordinary information channels, such			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
as newsletters, bulletins and handbooks. (1960.12(e)) (See also 1960.7(c)(5).)				
66.	Does the agency have an active safety and health promotional program?	Y N		Agency promotional program.
67.	Is the agency using normal information channels (i.e., newsletters, bulletins, handbooks, etc.) to promote employee awareness?	Y N		Sample copies of agency information documents.

★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

II. Safety and Health Standards (29 CFR Part 1960, Subpart C)

H. Compliance with OSHA Standards (1960.16)			
<p>Each agency head shall comply with all occupational safety and health standards issued under section 6 of the Act, or with alternate standards issued pursuant to this subpart. In complying with section 6 standards, an agency may, upon prior notification to the Secretary, prescribe and enforce more stringent permissible exposure levels or threshold limit values and may require more frequent monitoring of exposures without recourse to the approval procedures for alternate standards described in section 1960.17. In addition, after consultation with employees and safety and health committees and prior notification to the Secretary, an agency may utilize the latest edition of a reference standard if it is more stringent than the section 6 standard. After notification, the Secretary may require the use of the approval procedures for alternate standards for any of the situations described in this paragraph. (1960.16)</p>			
Question	Yes No	Explanation	Required Documentation
68. What steps are being taken by the agency to ensure compliance with the occupational safety and health standards issued under Section 6 of the Act, or alternate standards issued pursuant to this subpart?	Y N		Statement of agency compliance activity.
69. Has the agency exercised its authority, in compliance with Section 6 of the Act, to prescribe more stringent requirements or to require more frequent monitoring exposures?	Y N		Agency notification to Secretary.
70. Is the agency in compliance with these more stringent requirements?	Y N		
71. Has the agency exercised its authority to	Y		Agency notification to Secretary.

★★★ = Program elements authorized for citations.

Agency = Refer to 29 CFR Part 1960.2 for a definition.

Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
utilize reference standards? Were all procedural requirements met?	N		
72. Has the agency been required by the Secretary to follow alternate standard approval procedures for any standards action exercised under this part (1960.16)?	Y N		Secretary's request; agency response.
I. Alternate Standards (1960.17)			
An agency head may apply an alternate standard where deemed necessary, and shall, after consultation with employees or their representatives, including appropriate occupational safety and health committees, notify the Secretary and request approval of such alternate standards. (1960.17)			
73. <u>Where applicable</u> . Does the agency have in place procedures for the application of alternate standards, including provisions for consultation with and written comments from employees, employee representatives and the certified safety and health committees and for review and approval by the Secretary?	Y N		Agency procedures.
Any request by the head of the agency for an alternate standard shall be transmitted to the Secretary. (1960.17(a))			
74. <u>Where applicable</u> . Has the agency requested approval to use alternate standards?	Y N		Approved alternate standards.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Any such request for an alternate standard shall not be approved by the Secretary unless it provides equivalent or greater protection for affected employees. (1960.17(b))			
Any such request [for an alternate standard] shall include: A statement of why the agency cannot comply with the OSHA standard or wants to adopt an alternate standard. (1960.17(b)(1))			
75. <u>Where applicable.</u> Do agency procedures provide that requests for approval of alternate standards include a persuasive statement as to why the agency cannot comply with the OSHA standard or wants to adopt an alternate standard?	Y N		Agency procedures.
Any such request [for an alternate standard] shall include: A description of the alternate standard. (1960.17(b)(2))			
76. <u>Where applicable.</u> Do agency procedures provide that requests for approval of alternate standards include a full description of the alternate standard?	Y N		Agency procedures.
Any such request [for an alternate standard] shall include: An explanation of how the alternate standard provides equivalent or greater protection for the affected employees. (1960.17(b)(3))			
77. <u>Where applicable.</u> Do agency procedures provide that requests for approval of alternate standards include an explanation of the equivalent or greater protection provided	Y N		Agency procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
by the alternate standard?			
Any such request [for an alternate standard] shall include: A description of interim protective measures afforded employees until a decision is rendered by the Secretary of Labor. (1960.17(b)(4))			
78. <u>Where applicable.</u> Do agency procedures provide that requests for approval of alternate standards include a description of interim measures to be used to protect employees pending Secretarial approval?	Y N		Agency procedures.
Any such request [for an alternate standard] shall include: A summary of written comments, if any, from interested employees, employee representatives, and occupational safety and health committees. (1960.17(b)(5))			
79. <u>Where applicable.</u> Do agency procedures provide that requests for approval of alternate standards include a summary of all written comments?	Y N		Agency procedures.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

J. Supplementary Standards (1960.18)

In addition to complying with emergency temporary standards issued under section 6 of the Act, an agency head shall adopt such emergency temporary and permanent supplementary standards as necessary and appropriate for application to working conditions of agency employees for which there exists no appropriate OSHA standards. In order to avoid any possible duplication of effort, the agency head should notify the Secretary of the subject matter of such standard when the development of the standard begins. (1960.18(a))

80. <u>Where applicable</u> . Does the agency have the necessary procedures in place for adopting emergency temporary and permanent supplementary standards?	Y N		Agency procedures.
81. <u>Where applicable</u> . Do these procedures include provisions for a notice, where possible, to the Secretary shall be notified when these proceedings begin?"	Y N		Agency procedures.

The agency head shall send a copy of the final draft of the permanent supplementary standard to the Secretary prior to official adoption by the agency, along with any written comments on the standard from interested employees, employee representatives, and occupational safety and health committees. If the Secretary finds the permanent supplementary standard to be adopted inconsistent with OSHA standards, or inconsistent with OSHA enforcement practices under section 5(a)(1) of the Act, the Secretary shall have 15 working days in which to notify the head of the agency of this finding. In such a case, the supplementary standard shall not be adopted, but the agency will be afforded an opportunity to resubmit a revised standard that is designed to provide adequate protection and is consistent with OSHA standards. Upon request of the agency head, the Secretary shall offer the agency technical assistance in the development of the supplemental standard. (1960.18(b))

★★★ = Program elements authorized for citations.

Agency = Refer to 29 CFR Part 1960.2 for a definition.

Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
82. <u>Where applicable.</u> Do agency procedures for adopting permanent supplementary standards include the requirement that the Secretary be provided a copy of the final draft of each standard along with copies of any written comments?	Y N		Agency procedures.
83. <u>Where applicable.</u> Has the agency adopted approved permanent supplementary standards?	Y N		Approved standards.

★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

K. Other Federal Agency Standards Affecting Occupational Safety and Health (1960.19)			
Where employees of different agencies engage in joint operations, and/or primarily report to work or carry out operations in the same establishment, the standards adopted under section 1960.17 or section 1960.18 of the host agency shall govern. (1960.19(a))			
84. Does the agency have workplaces where different agencies have employees working and where alternate or supplemental standards are used?	Y N		
85. Has the host agency initiated actions to inform employees of both agencies of the governing standards?	Y N		Agency communications to employees.
There are situations in which the head of an agency is required to comply with standards affecting occupational safety and health issued by a Federal agency other than OSHA. For example, standards issued by the Federal Aviation Administration, the Department of Energy, or the General Services Administration may be applicable to certain Federal workplaces. Nothing in this subpart affects the duty of any agency head to comply with such standards. In addition, agency heads should comply with other standards issued by Federal agencies which deal with hazardous working conditions, but for which OSHA has no standards. (1960.19(b))			
Although it is not anticipated that standards of other Federal agencies will conflict with OSHA standards, should such conflict occur, the head of the agency shall inform the other Federal agency and the Secretary so that joint efforts to resolve the issues may be undertaken. However, until conflicts are resolved, agencies shall comply with the more protective of the conflicting standards. (1960.19(c))			
86. Has the agency identified any conflicting Federal standards issues which have not yet	Y N		Conflicting Federal standards.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
been resolved?			
87. Where conflicts exists, has the agency determined the more stringent standards and communicated this information to appropriate establishments, employees, employee representatives and certified safety and health committees?	Y N		Agency communications.

★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

III. Inspections and Abatement (29 CFR Part 1960, Subpart D)

L. Qualifications of Safety and Health Inspectors and Agency Inspections (1960.25)			
<p>★★★ Executive Order 12196 requires that each agency utilize as inspectors "personnel with equipment and competence to recognize hazards." Inspections shall be conducted by inspectors qualified to recognize and evaluate hazards of the working environment and to suggest general abatement procedures. Safety and health specialists as defined in section 1960.2(s), with experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation are considered as meeting the qualifications of safety and health inspectors. For those working environments where there are less complex hazards, such safety and health specializations as cited above may not be required, but inspectors in such environments shall have sufficient documented training and/or experience in the safety and health hazards of the workplace involved to recognize and evaluate those particular hazards and to suggest general abatement procedures. All inspection personnel must be provided the equipment necessary to conduct a thorough inspection of the workplace involved. (1960.25(a))</p>			
Question	Yes No	Explanation	Required Documentation
88. Does the agency have qualified "Safety and Health Inspectors" who can recognize and evaluate hazards of the working environment and suggest general abatement procedures?	Y N		Agency qualifications requirements.
89. Has the agency provided each qualified inspector with the equipment necessary to conduct a thorough inspection?	Y N		Agency issued equipment.
<p>Each agency which has workplaces containing information classified in the interest of national security shall provide access to safety and health inspectors who have obtained the appropriate security clearance. (1960.25(b))</p>			

★★★ = Program elements authorized for citations.

Agency = Refer to 29 CFR Part 1960.2 for a definition.

Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
90.	Where appropriate, have qualified agency inspectors been granted the necessary security clearances to conduct inspections of classified areas?	Y N		Agency inspectors with security clearances.
★ ★ ★ All areas and operations of each workplace, including office operations, shall be inspected at least annually. More frequent inspections shall be conducted in all workplaces where there is an increased risk of accident, injury, or illness due to the nature of the work performed. Sufficient unannounced inspections and unannounced followup inspections should be conducted by the agency to ensure the identification and abatement of hazardous conditions. (1960.25(c))				
91.	Does the agency conduct:			Agency inspection list.
a.	One (1) or more unannounced inspections of each work area and office operation annually?	Y N		
b.	More frequent announced and unannounced inspections of high risk work areas?	Y N		
c.	Sufficient unannounced follow-up inspections to ensure the identification and abatement of hazardous conditions.	Y N		
When situations arise involving multiple agencies' responsibilities for conditions affecting employee safety and health, coordination of inspection functions is encouraged. (1960.25(d))				

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
92. Has the host agency initiated the development of a joint inspection schedule of work areas affecting employees of both agencies?	Y N		Joint inspection schedule.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

M. Conduct of Inspections (1960.26)

Preparation. Prior to commencement of the inspection, the Safety and Health Inspector shall be provided all available relevant information which pertains to the occupational safety and health of the workplace to be inspected, including safety and health hazard reports, injury and illness records, previous inspection reports, and reports of unsafe and unhealthful working conditions. (1960.26(a)(1)) (See also 1960.8(a).)

93. Do agency inspection procedures include the requirement that all available and relevant information (including safety and health hazard reports, injury and illness records, previous inspection reports and reports of unsafe and unhealthful working conditions) pertaining to each workplace to be inspected be provided to each inspector in preparation for each inspection?	Y N		Agency procedures.
---	--------	--	--------------------

Preparation. The Safety and Health Inspector shall determine in advance, where possible, the actual work procedures and conditions to be inspected, in order to have the proper equipment available to conduct an effective inspection. (1960.26(a)(2))

94. Do agency inspection procedures include the requirement that each inspector determine in advance, where possible, the actual work procedures and conditions to be inspected, in order to have the proper equipment available to conduct an effective	Y N		Agency procedures.
--	--------	--	--------------------

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
inspection?			
<u>Inspection.</u> For the purpose of assuring safe and healthful working conditions for employees of agencies, the head of the agency shall authorize safety and/or health inspectors: To enter without delay, and at reasonable times, any building, installation, facility, construction site, or other area, workplace, or environment where work is performed by employees of the agency; to inspect and investigate during regular working hours and at other reasonable times, and within reasonable limits and in a reasonable manner, any such place of employment and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any agency employee, and/or any agency supervisory employee, and/or any official in charge of an establishment. (1960.26(b)(1))			
95. Has the agency provided each inspector with the appropriate credentials to enter work areas and to conduct announced and unannounced inspections, accident investigations, and announced and unannounced follow-up inspections?	Y N		Agency inspectors with and without credentials.
96. Has the agency provided inspectors with sufficient authority to perform all activities associated with an inspection?	Y N		Agency statement of the inspector's authority to inspect as communicated agency-wide.
<u>Inspection.</u> If there are no authorized representatives of employees, the inspector shall consult with a reasonable number of employees during the walkaround. (1960.26(b)(2))			
97. Has the agency provided inspectors with sufficient authority to consult with employees during the inspection	Y N		Agency statement of authority.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
walkaround?			
<u>Inspection.</u> When, in the opinion of the inspector, it is necessary to conduct personal monitoring (sampling) of employee's work environments, the inspector may request employees to wear reasonable and necessary personal monitoring devices, e.g., noise dosimeters and air sampling pumps, for periods determined by the inspector to be necessary for complete and effective sampling of the environment. (1960.26(b)(3))			
98. Has the agency provided inspectors with sufficient authority to request that employees wear personal monitoring devices?	Y N		Agency statement of authority.
<u>Inspection.</u> Upon request of the inspector, the employer shall encourage employees to wear the personal environmental monitoring devices during an inspection. (1960.26(b)(4))			
99. Has the agency provided inspectors with sufficient authority to request that employers encourage employees to wear monitoring devices?	Y N		Agency statement of authority.
★ ★ ★ <u>Inspection.</u> Whenever and as soon as it is concluded on the basis of an inspection that a danger exists which could reasonably be expected to cause death or serious physical harm immediately, the inspector shall inform the affected employees and official in charge of the workplace of the danger. The official in charge of the workplace, or a person empowered to act for that official, shall undertake immediate abatement and the withdrawal of employees who are not necessary for abatement of the dangerous conditions. In the event the official in charge of the workplace needs assistance to undertake full abatement, that official shall promptly contact the Designated Agency Safety and Health Official and other responsible agency officials, who shall assist the abatement effort. Safety and health committees shall be informed of all relevant actions and representatives of the employees shall be informed. (1960.26(b)(5))			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
100. Has the agency provided inspectors with sufficient authority to request that imminent danger situations be corrected immediately, and that: a. Affected employees be removed from danger;	Y N		Agency statement of authority.
b. Correction assistance be provided; and, c. Employee representatives and certified safety and health committees be advised of action taken?			
<u>Inspection.</u> At the conclusion of an inspection, the Safety and Health Inspector shall confer with the official in charge of the workplace or that official's representative, and with an appropriate representative of the employees of the establishment, and informally advise them of any apparent unsafe or unhealthful working conditions disclosed by the inspection. During any such conference, the official in charge of the workplace and the employee representative shall be afforded an opportunity to bring to the attention of the Safety and Health Inspector any pertinent information regarding conditions in the workplace. (1960.26(b)(6))			
101. Has the agency provided inspectors with sufficient authority to hold a closing conference with the official in charge and an appropriate employee representative to discuss unsafe and unhealthful conditions discovered during the inspection and to	Y N		Agency statement of authority.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
provide an opportunity for discussion of related information, including any required abatement actions?			
★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. The inspector shall, in writing, describe with particularity the procedures followed in the inspection and the findings which form the basis for the issuance of any Notice of Unsafe or Unhealthful Working Conditions. (1960.26(c)(1)) (See also 1960.30(a).)			
102. Does the agency have a detailed written report of the procedures followed and the findings of each inspection?	Y N		
★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. Each agency shall establish a procedure for the prompt issuance of a Notice of Unsafe or Unhealthful Working Conditions. Such notices shall be issued not later than 15 days after completion of the inspections for safety violations or not later than 30 days for health violation. If there are compelling reasons why such notice cannot be issued within the 15 days or 30 days indicated, the persons described in paragraph (c)(1)(iii) of this section shall be informed of the reasons for the delay. (1960.26(c)(2))			
103. Has the agency established procedures for issuing notices of hazards found during inspections?	Y N		Agency notice procedures.
104. Do agency notice procedures provide that safety notices be issued within 15 calendar days and health notices within 30 calendar days of the inspection?	Y N		Agency notice procedures.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. Notices shall be in writing and shall describe with particularity the nature and degree of seriousness of the unsafe or unhealthful working condition, including a reference to the standard or other requirement involved. (1960.26(c)(2)(i))			
105. Do agency notice procedures require the following: a. That each notice be in writing and legible? b. That the nature of each hazard be described with particular detail? c. That each hazard be classified as to degree of seriousness? d. That each violated standard or other requirement be referenced?	Y N		Agency notice procedures.
★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. The notice shall fix a reasonable time for the abatement of the unsafe or unhealthful working condition. (1960.26(c)(2)(ii))			
106. Do agency notice procedures require that reasonable abatement periods be given?	Y N		Agency notice procedures.
★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. A copy of the notice shall be sent to the official in charge of the workplace, the employee representative who participated in the closing conference, and/or the safety and health committee of the workplace, if any. (1960.26(c)(2)(iii))			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
107. Do agency notice procedures require that a copy of the notice be provided to the official in charge (normally this is the official responsible for correcting the condition), the employee representative who participated and the certified safety and health committee?	Y N		Agency notice procedures.
<p>★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. Upon receipt of any notice of an unsafe or unhealthful working condition, the official in charge of a workplace shall immediately post such notice, or copy thereof, unedited, except for reason of national security, at or near each place an unsafe or unhealthful working condition referred to in the notice exists or existed. In addition, a notice shall be posted if any special procedures are in effect. Where, because of the nature of the workplace operations, it is not practicable to post the notice at or near each such place, such notice shall be posted, unedited, except for reason of national security, in a prominent place where it will be readily observable by all affected employees. For example, where workplace activities are physically dispersed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work at or report to a single location, the notice may be posted at the location from which the employees operate to carry out their activities. (1960.26(c)(3))</p>			
108. Do agency notice procedures require that all notices be posted in compliance with 1960.26(c)(3) requirements?	Y N		Agency notice procedures.
<p>★ ★ ★ Written reports and notices of unsafe or unhealthful working conditions. Each notice of an unsafe or unhealthful working condition, or a copy thereof, shall remain posted until the unsafe or unhealthful working condition has been abated or for 3 working days whichever is later. A copy of the notice will be filed and maintained for a period of five years after abatement at the establishment and made available to the Secretary upon request. (1960.26(c)(4))</p>			

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
109. Do agency notice procedures require that all notices be posted until hazards are abated or for 3 working days, whichever is longer; and, that all notices be maintained for 5 years after abatement at the establishment and made accessible to the Secretary?	Y N		Agency notice procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

N. Representatives of Officials in Charge and Representatives of Employees (1960.27)

★ ★ ★ Safety and health inspectors shall be in charge of inspections and may interview any employee in private if the inspector deems it necessary. A representative of the official in charge of a workplace and a representative of employees shall be given an opportunity to accompany Safety and Health Inspectors during the physical inspection of any workplace, both to aid the inspection and to provide such representatives with more detailed knowledge of any existing or potential unsafe or unhealthful working condition. The representative of employees shall be selected by the employees. Additional representatives of the official in charge and additional representatives of employees may accompany the Safety and Health Inspector if it is determined by the inspector that such additional representatives will further aid the inspection. Different representatives of the employer and employees may be allowed to accompany the Inspector during each different phase of an inspection. (1960.27(a))

110. Do agency inspection policies and procedures provide the opportunity for the establishment official (or representative) and employees (or representatives) to participate in the inspection process to the extent provided for in 1960.27 and as deemed necessary by the inspector?	Y N		Agency policies and procedures.
111. Are employers and employees participating in all phases of agency inspections?	Y N		

Safety and health inspectors shall be authorized to deny the right of accompaniment under this section to any person whose participation interferes with a fair and orderly inspection. (1960.27(b))

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
112. Do agency inspection policies and procedures provide that the inspector may deny a person the right to participate in the inspection if such participation could interfere with the fair and orderly process?	Y N		Agency policies and procedures.
With regard to facilities classified in the interest of national security, only persons authorized to have access to such facilities shall be allowed to accompany a Safety and Health Inspector in such areas. (1960.27(c))			
113. <u>Where applicable.</u> Do agency inspection policies and procedures provide that only persons authorized access to classified facilities be allowed to accompany inspectors during inspections of those facilities?	Y N		Agency policies and procedures.
Safety and health inspectors shall consult with employees concerning matters of occupational safety and health to the extent deemed necessary for the conduct of an effective and thorough inspection. During the course of an inspection, any employee shall be afforded an opportunity to bring to the attention of the Safety Health Inspector any unsafe or unhealthful working condition which the employee has reason to believe exists in the workplace. (1960.27(d))			
114. Do agency inspection policies and procedures provide that: a. The inspector shall consult with employees during the inspection to the extent deemed necessary?	Y N		Agency policies and procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
b. The employees be given the opportunity to bring to the inspector's attention any unsafe or unhealthful conditions thought to exist?	Y N		
O. Employee Reports of Unsafe or Unhealthful Working Conditions (1960.28)			
The purpose of employee reports is to inform agencies of the existence of, or potential for, unsafe or unhealthful working conditions. A report under this part is not a grievance. (1960.28(a)) (See also 1960.10(c).)			
115. Has the agency issued a policy statement which clearly defines the purpose of employee reports of unsafe and unhealthful working condition?	Y N		Agency policy statement.
This section provides guidance in establishing a channel of communication between agency employees and those with responsibilities for safety and health matters, e.g., their supervisor, the agency safety and health officials, safety and health committees, safety and health inspectors, the head of the agency, or the Secretary. These channels of communication are intended to assure prompt analysis and response to reports of unsafe or unhealthful working conditions in accordance with the requirements Executive Order 12196. Since many safety and health problems can be eliminated as soon as they are identified, the existence of a formal channel of communication shall not preclude immediate corrective action by an employee's supervisor in response to oral reports of unsafe or unhealthful working conditions where such action is possible. Nor should an employee be required to await the outcome of such an oral report before filing a written report pursuant to the provisions of this section. (1960.28(b))			
116. Does the agency have a program which establishes formal channels of	Y N		Agency program requirements.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
communications for the reporting of (oral and written) unsafe or unhealthful working conditions?			
117. Does this program provide for the prompt analysis of and response to both oral and written reports?	Y N		Agency program requirements.
118. Has the agency informed employees of: a. Their right to report adverse working conditions? b. The procedures for reporting such conditions? c. The subsequent responsibilities and obligations of the agency?	Y N		Agency-wide communications.
<p>Any employee or representative of employees, who believes that an unsafe or unhealthful working condition exists in any workplace where such employee is employed, shall have the right and is encouraged to make a report of the unsafe or unhealthful working condition to an appropriate agency safety and health official and request an inspection of such workplace for this purpose. The report shall be reduced to writing either by the individual submitting the report or, in the case of an oral notification, by the above official or other person designated to receive the reports in the workplace. Any such report shall set forth grounds for the report and shall contain the name of the employee or representative of employees. Upon the request of the individual making such report, no person shall disclose the name of the individual making the report or the names of individual employees referred to in the report, to anyone other than authorized representatives of the Secretary. In the case of imminent danger situations, employees shall make reports by the most expeditious means available. (1960.28(c))</p>			
119. How has the agency encouraged employees to exercise their right to report unsafe and	Y		Agency-wide communications.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
unhealthful working conditions?		N		
120.	Does the agency's program for reporting unsafe and unhealthful working conditions provide guidance to agency officials on reducing oral notices to writing?	Y N		Agency program requirements.
121.	Does the program provide the following: a. That all reports set forth grounds for the report and contain the name of the employee or representative of employees? b. That no person shall disclose the name of the individual making the report, where anonymity was requested, or the employees mentioned in the report to anyone other than the employee representative or the Secretary? c. That employees report imminent danger situations by the most expeditious means available?	Y N Y N Y N		Agency program requirements.
Reports received by the agency. Each report of an existing or potential unsafe or unhealthful working condition should be recorded on a log maintained at the establishment. If an agency finds it inappropriate to maintain a log of written reports at the establishment level, it may avail				

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
itself of procedures set forth in section 1960.71. A copy of each report received shall be sent to the appropriate establishment safety and health committee. (1960.28(d)(1))			
122. Do agency procedures support the maintenance of a log of written reports of existing or potentially unsafe and unhealthful working conditions?	Y N		
123. Does the agency maintain the log (1960.28(d) or a copy of the log (1960.71(b)) at each establishment?	Y N		
124. Does the agency provide a copy of each written report to the appropriate establishment certified safety and health committee?	Y N		Agency communications.
Reports received by the agency. A sequentially numbered case file, coded for identification, should be assigned for purposes of maintaining an accurate record of the report and the response thereto. As a minimum, each establishment's log should contain the following information: date, time, code/reference/ file number, location of condition, brief description of the condition, classification (imminent danger, serious or other), and date and nature of action taken. (1960.28(d)(2))			
125. What guidance does the agency provide to establishments for maintaining accurate records of reports of unsafe and unhealthful working conditions? Is there an agency-wide system for identifying case files (i.e., sequential numbering).	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>126. Do agency procedures support, at a minimum, the following information for each log entry of an unsafe or unhealthful condition:</p> <p>a. The <u>date</u> the report is received? (The receipt date and the date information is entered in the log should be the same. Where these dates are different, each shall be identified separately.)</p> <p>b. The <u>time</u> the report is received?</p>	<p>Y N</p>		
<p>c. The <u>sequential</u> code number, reference number or <u>file number</u> assigned to the folder or file containing the written report?</p> <p>d. The <u>location</u> of the alleged unsafe or unhealthful working condition?</p> <p>e. A <u>brief description of the condition</u> reported?</p> <p>f. The <u>classification</u> (imminent danger, serious or other-than-serious) <u>of the condition</u> reported based upon the information received?</p> <p>g. The <u>date</u> the agency took action in</p>			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>response to the report?</p> <p>h. A <u>statement of</u> the nature of the <u>action taken</u> by the agency (i.e., onsite inspection, management request for corrective action, etc.)</p>			
<p>★ ★ ★ Reports received by the agency. Executive Order 12196 requires that agency inspections be conducted within 24 hours for employee reports imminent danger conditions, within three working days for potentially serious conditions, and within 20 working days for other than serious safety and health conditions. However, an inspection may not be necessary if, through normal management action and with prompt notification to employees and safety and health committees, the hazardous condition(s) identified can be abated immediately. (1960.28(d)(3))</p>			
<p>127. Do agency procedures for responding to employee reports of unsafe and unhealthful working conditions specify that agency inspections be conducted within:</p> <p>a. 24 hours for imminent danger situations?</p> <p>b. 3 working days for serious conditions?</p> <p>c. 20 working days for other-than-serious conditions?</p>	<p>Y</p> <p>N</p>		<p>Agency procedures.</p>
<p>128. Do agency procedures define "normal management action" and specify when these actions shall be used in lieu of an inspection</p>	<p>Y</p> <p>N</p>		<p>Agency procedures.</p>

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
to correct alleged hazards?			
Reports received by the agency. An employee submitting a report of unsafe or unhealthful conditions shall be notified in writing within 15 days if the official receiving the report determines there are not reasonable grounds to believe such a hazard exists and does not plan to make an inspection based on such report. A copy of each such notification shall be provided by the agency to the appropriate certified safety and health committee, where established under Executive Order 12196. An agency's inspection or investigation report, if any, shall be made available to the employee making the report within 15 days after completion of the inspection, for safety violations or within 30 days for health violations, unless there are compelling reasons, and shall be made available to the Secretary or the Secretary's authorized representative on request. (1960.28(d)(4))			
129. Do agency procedures require a written notification to appropriate employees within 15 working days of the receipt date of their reports alleging unsafe or unhealthful working conditions if: a. The agency has determined hat there are no reasonable grounds to believe that the alleged hazard or hazards exists? b. The agency has decided not to conduct an inspection?	Y N		Agency procedures.
130. Do agency procedures also specify that: a. Copies of the agency's notifications to employees be provided to	Y N		Agency procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>appropriate certified safety and health committees?</p> <p>b. Inspection or investigation reports be made available to employees who reported the unsafe or unhealthful working condition within 15 calendar days of completion for safety inspections or investigations and within 30 calendar days for health?</p>			
Reports Received by the Secretary of Labor. Agency safety and health programs must have provisions for responding to employees' reports of unsafe and unhealthful working conditions and the Secretary encourages employees to use agency procedures as the most expeditious means of achieving abatement of hazardous conditions. It is recognized, however, that employee reports may be received directly by the Secretary. (-1960.28(e)(1))			
<p>131. Has the agency informed employees of their right to file their reports of unsafe and unhealthful working conditions directly with the Secretary of Labor?</p>	<p>Y N</p>		<p>Agency communications.</p>
<p>132. Has the agency advised employees that the Secretary encourages employees to use agency procedures as the most expeditious means of achieving abatement of hazardous conditions?</p>	<p>Y N</p>		<p>Agency communications.</p>

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Reports Received by the Secretary of Labor. When such reports are received directly from an employee or employee representative, the Secretary shall, where a certified safety and health committee exists, forward the report to the agency for handling in accordance with procedures outlined in section 1960.28(d). A copy of the response to the originator shall be sent to the Secretary. (1960.28(e)(2))			
133. Does the agency's employee report processing procedures provide that the Secretary be provided with a copy of the agency's response to all employee reports forwarded to the agency by the Secretary?	Y N		Agency procedures.
Reports Received by the Secretary of Labor. Where there is no certified safety and health committee, or when requested by half the members of a committee, the Secretary may initiate an inspection or other appropriate action. When the Secretary determines that an inspection is warranted, the Secretary shall observe the same response times as required of the agencies under the Executive Order and section 1-960.28(d)(3). When the Secretary determines not to make an inspection, the report shall be forwarded to the agency for handling in accordance with procedures outlined in section 1960.28(d). A copy of the response to the originator shall be sent to the Secretary. (1960.28(e)(3))			
P. Accident Investigation (1960.29)			
While all accidents should be investigated, including accidents involving property damage only, the extent of such investigation shall be reflective of the seriousness of the accident. (1960.29(a))			
134. Does the agency have guidelines for determining the scope of accident investigations based on seriousness?	Y N		Agency guidelines.
★ ★ ★ In any case, each accident which results in a fatality or the hospitalization of five or more employees shall be investigated to determine the causal factors involved. Except to the extent necessary to protect employees and the public, evidence at the scene of an accident			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
shall be left untouched until inspectors have an opportunity to examine it. (1960.29(b))			
135. Do agency guidelines provide that an investigation is mandatory for all accidents resulting in a fatality or the hospitalization of five (5) or more employees?	Y N		Agency guidelines.
136. Do agency guidelines provide guidance regarding the preservation of evidence at the scene of an accident?	Y N		Agency guidelines.
137. Do agency guidelines require that each investigative report include a statement regarding the causal factors involved in each accident?	Y N		Agency guidelines.
Any information or evidence uncovered during accident investigations which would be of benefit in developing a new OSHA standard or in modifying or revoking an existing standard should be promptly transmitted to the Secretary. (1960.29(c))			
138. Do agency accident investigation guidelines include guidelines for providing to OSHA information or evidence in support of new or modified standards or to support the repeal of existing standards?	Y N		Agency guidelines.
★ ★ ★ The investigative report of the accident shall include appropriate documentation on date, time, location, description of operations, description of accident, photographs, interviews of employees and witnesses, measurements, and other pertinent information. A copy of the in-			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
investigative report required by this section shall be forwarded to the official in charge of the workplace, the appropriate safety and health committee, and the exclusive employee representative, if any. The investigative report shall be made available to the Secretary or his authorized representative on request. (1960.29(d))			
139. Do agency guidelines require that each accident investigation report include the following documentation, where applicable: a. The <u>date</u> of the accident? b. The approximate <u>time</u> of the accident? c. The <u>location</u> of the accident? d. A <u>description of the operations</u> where the accident occurred? e. A <u>description of the accident</u> ?	Y N		Agency guidelines.
f. <u>Photographs</u> of the accident scene? g. <u>Interviews</u> with employees working in the vicinity of the accident and any witnesses? h. Appropriate <u>measurements</u> of the accident scene? i. <u>Other pertinent information</u> related to the accident?			
140. Do agency guidelines include the requirement that copies of all accident	Y N		Agency guidelines.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>investigation reports be provided to:</p> <p>a. The official in charge of the workplace?</p> <p>b. The appropriate certified safety and health committee?</p> <p>c. The exclusive employee representative, if any?</p>			
141. Do agency guidelines provide that investigative reports be made available to the Secretary or his/her authorized representative, if requested?	Y N		Agency guidelines.
Q. Abatement of Unsafe or Unhealthful Working Conditions (1960.30)			
<p>★★★ The agency shall ensure the prompt abatement of unsafe and unhealthful conditions. Where a Notice of an Unsafe or Unhealthful Working Condition has been issued, abatement shall be within the time set forth in the notice, or in accordance with the established abatement plan. (1960.30(a)) (See also 1960.26(c)(1).)</p>			
142. Does the agency have implementing procedures that will ensure the prompt abatement of unsafe and unhealthful conditions as prescribed in agency notices or in accordance with agency established abatement plans?	Y N		Agency procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
★ ★ ★ The procedures for correcting unsafe or unhealthful working condition shall include a follow-up, to the extent necessary, to determine whether the correction was made. If, upon the follow-up, it appears that the correction was not made, or was not carried out in accordance with an abatement plan prepared pursuant to paragraph (c) of this section, the official in charge of the establishment and the appropriate safety and health committee shall be notified of the failure to abate. (1960.30(b))			
143. Do agency procedures for correcting unsafe or unhealthful working conditions include the requirement that a follow-up inspection be conducted to verify correction?	Y N		Agency procedures.
144. Do these procedures require that the establishment head and the appropriate safety and health committee be notified of all "failure to abate" notices resulting from follow-up inspections?	Y N		Agency procedures.
145. What are the agency's procedures for "failure to abate" cases?	Y N		Agency procedures.
★ ★ ★ The official in charge of the establishment shall promptly prepare an abatement plan with the appropriate participation of the establishment's Safety and Health Official or a designee, if in the judgment of the establishment official the abatement of an unsafe or unhealthful working condition will not be possible within 30 calendar days. Such plan shall contain an explanation of the circumstances of the delay in abatement, a proposed timetable for the abatement, and a summary of steps being taken in the interim to protect employees from being injured as a result of the unsafe or unhealthful working condition. A copy of the plan shall be sent to the safety and health committee, and, if no committee exists, to the representative of the employees. Any changes in an abatement plan will require the preparation of a new plan in accordance with the provisions of this section. (1960.30(c))			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
146. Has the agency issued procedures requiring establishment heads to <u>promptly</u> prepare "abatement plans" with the participation of the establishment safety and health official in all cases where unsafe or unhealthful working conditions cannot be corrected within 30 calendar days?	Y N		Agency procedures.
147. Do these procedures specify that each plan include: a. An explanation of the circumstances of the delay in abatement? b. A proposed timetable for the abatement? c. A summary of steps being taken in the interim to protect employees from being injured?	Y N		Agency procedures.
148. Do these procedures require that a copy of the plan be sent to the certified safety and health committee or to the employee representative, if no certified committee exist?	Y N		Agency procedures.
149. Do these procedures require the preparation of a new plan any time a plan change is	Y N		Agency procedures.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
made?			
★ ★ ★ When a hazard cannot be abated within the authority and resources of the official in charge of the establishment, that official shall request assistance from appropriate higher authority. The local safety and health official, any established committee and/or employee representatives, and all personnel subject to the hazard shall be advised of this action and of interim protective measures in effect, and shall be kept informed of subsequent progress on the abatement plan. (1960.30(d))			
150. Has the agency established procedures for requesting assistance from appropriate higher authority within the agency in those abatement cases which the establishment head has determined cannot be resolved at the establishment level?	Y N		Agency procedures.
151. Do these procedures include the requirement that the agency advise the safety and health official, the certified committee or employee representative, and employees subject to the hazard or hazards in question of the request for assistance, of the interim protective measures in effect, and provide copies of subsequent progress reports?	Y N		Agency procedures.
★ ★ ★ When a hazard cannot be abated without assistance of the General Services Administration or other Federal Lessor agency, the occupant agency shall act with the lessor agency to secure abatement. Procedure for coordination with the General Services			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Administration are contained in Subpart E of this part. (1960.30(e))			
152. Do agency agreements with other Federal lessor agencies include a provision for abating identified hazards within the following time frames: a. 24 hours for imminent danger situations? b. 3 calendar days for serious hazards? c. 20 calendar days for other-than-serious hazards?	Y N		Agency lease agreements.
153. What are the agency's procedures for dealing with lessor agencies that do not correct hazards in a timely manner?	Y N		Agency lease agreements.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

R. Inspections by OSHA (1960.31)

The secretary or the Secretary's representatives are authorized to conduct, when the Secretary deems necessary, announced or unannounced inspections in the following situations: Where an agency has not established occupational safety and health committees or where committees no longer operate in conformance to the requirements of Subpart F of this part. (1960.31(a)(1))

154. Has the agency informed appropriate agency officials of OSHA's authority to conduct announced and unannounced inspections of agency workplaces where an agency has not established and certified occupational safety and health committees or where these committees no longer operate in conformance with 1960.36-41?	Y N		Agency communications.
---	--------	--	------------------------

The secretary or the Secretary's representatives are authorized to conduct, when the Secretary deems necessary, announced or unannounced inspections in the following situations: In response to a request from half the membership of record of any certified safety and health committee. (1960.31(a)(2))

155. Has the agency informed appropriate agency officials of OSHA's authority to conduct announced and unannounced inspections of agency work places where half of the membership of record of any certified committee requests an OSHA	Y N		Agency communications.
---	--------	--	------------------------

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
inspection?			
The secretary or the Secretary's representatives are authorized to conduct, when the Secretary deems necessary, announced or unannounced inspections in the following situations: In response to any employee's report on an imminent danger situation, where there is a certified committee, but where the Secretary determines that neither the agency nor the committee has responded to the employee. (1960.31(a)(3))			
156. Has the agency informed appropriate agency officials of OSHA's authority to conduct announced and unannounced inspections of agency work places where the Secretary has received an employee report of an imminent danger situation and has determined that neither the agency nor the committee has responded to employees?	Y N		Agency communications.
The Secretary's inspectors or evaluators are authorized: to enter without delay, and at reasonable times, any building, installation, facility, construction site, or other area, workplace, or environment where work is performed by employees of the agency; to inspect and investigate during regular working hours and at other reasonable time, and within reasonable limits and in a reasonable manner, any such place of employment, and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any employee, any supervisory employee, and/or any official in charge of an establishment. (1960.31(b))			
157. Has the agency informed appropriate agency officials that an OSHA inspector or OSHA evaluator has the authority to: a. Enter without delay, and at			Agency communications.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
reasonable times, any building, installation, facility, construction site, or other area, workplace, or environment where agency employees may be working?	Y N		
b. Inspect and investigate during regular working hours and at other reasonable time, and within reasonable limits and in a reasonable manner, any agency places of employment, and all pertinent conditions, structures, machines, apparatus, devices, equipment, and materials herein? c. Question privately any employee, any supervisory employee, and/or any official in charge of an establishment?	Y N Y N		
The Secretary may also make scheduled inspections as an integral part of OSHA's evaluation of an agency's safety and health program in accordance with Subpart J of this part. (1960.31(c))			
158. Has the agency informed appropriate agency officials that the Secretary may also schedule inspections of their work areas in conjunction with an OSHA evaluation of	Y N		Agency communications.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
the agency's safety and health program?			
OSHA inspections shall follow the general format set forth for agency inspections in other applicable parts of this subpart. (1960.31(d))			
159. Has the agency informed appropriate agency officials of the general format of an OSHA inspection?	Y N		Agency communications.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

IV. Occupational Safety and Health Committees (29 CFR Part 1960, Subpart F)

S. General Provisions (1960.36)			
<p>The occupational safety and health committees described in this subpart are organized and maintained basically to monitor and assist an agency's safety and health program. These committees assist agencies to maintain an open channel of communication between employees and management concerning safety and health matters in agency workplaces. The committees provide a method by which employees can utilize their knowledge of workplace operations to assist agency management to improve policies, conditions, and practices. (1960.36(a))</p>			
<p>Agencies may elect to establish safety and health committees meeting the minimum requirements contained in this subpart. Where such committees are not established or fail to meet the minimum requirements established by the Secretary, the Secretary is authorized by section 1-40(i) of Executive Order 12196 to conduct unannounced inspections of agency workplaces when the Secretary determines them necessary. (1960.36(b))</p>			
T. Committee Organization (1960.37)			
<p>For agencies which elect to utilize the committee concept, safety and health committees shall be formed at both the national level and, for agencies with field or regional offices, at appropriate levels within the agency. To realize exemption from unannounced OSHA inspections, an agency must form a committee at the national level and at any establishment or grouping of establishments that is to be exempt, keeping the Secretary advised of the locations and activities where such committees are functioning. (1960.37(a))</p>			
Question	Yes No	Explanation	Required Documentation
	Y N		
	Y N		

★★★ = Program elements authorized for citations.

Agency = Refer to 29 CFR Part 1960.2 for a definition.

Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
The principal function of the national level committee shall be to consult and provide policy advice on and monitor the performance of, the agency-wide safety and health program. (1960.37(a)(1))			
	Y N		
	Y N		
Committees at other appropriate levels shall be established at agency establishments or groupings of establishments consistent with the mission, size and organization of the agency and its collective bargaining configuration. The agency shall form committees at the lowest practicable local level. The principal function of the establishment (or local) committees is to monitor and assist in the execution of the agency's safety and health policies and program at the workplaces within their jurisdiction. Any dispute over the meaning of the term "appropriate levels" shall be resolved by the Secretary. (1960.37(a)(2))			
	Y N		
	Y N		
★★★ Committees shall have equal representation of management and nonmanagement employees, who shall be members of record. (1960.37(b))			
	Y N		
	Y		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	N		
Management members of both national level and establishment level committees shall be appointed in writing by the person empowered to make such appointments. (1960.37(b)(1))			
	Y N		
	Y N		
Nonmanagement members of establishment level committees shall represent all employees of the establishment and shall be determined according to the following rules: Where employees are represented under collective bargaining arrangements, members shall be appointed from among those recommended by the exclusive bargaining representative. (1960.37(b)(2)(i))			
	Y N		
	Y N		
Nonmanagement members of establishment level committees shall represent all employees of the establishment and shall be determined according to the following rules: Where employees are not represented under collective bargaining arrangements, members shall be determined through procedures devised by the agency which provide for effective representation of all employees. (1960.37(b)(2)(ii))			
	Y N		
	Y		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	N		
Nonmanagement members of establishment level committees shall represent all employees of the establishment and shall be determined according to the following rules: Where some employees of an establishment are covered under collective bargaining arrangements and others are not, members shall be representative of both groups. (1960.37(b)(2)(iii))			
	Y N		
	Y N		
Nonmanagement members of national level committees shall be determined according to the following rules: Where employees are represented by organizations having exclusive recognition on an agency basis or by organizations having national consultation rights, some members shall be determined in accordance with the terms of collective bargaining agreements and some members shall be selected from those organizations having consultation rights. (1960.37(b)(3)(i))			
	Y N		
	Y N		
Nonmanagement members of national level committees shall be determined according to the following rules: Where employees are not represented by organizations meeting the criteria of paragraph (b)(3)(i) of this section, members shall be determined through procedures devised by the agency which provide for effective representation for all employees. (1960.37(b)(3)(ii))			
	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
Committee members should serve overlapping terms. Such terms should be of at least two years duration, except when the committee is initially organized. (1960.37(c))			
	Y N		
	Y N		
★ ★ ★ The committee chairperson shall be nominated from among the committee's members and shall be elected by the committee members. Management and nonmanagement members should alternate in this position. Maximum service time as chairperson should be two consecutive years. (1960.37(d))			
	Y N		
	Y N		
★ ★ ★ Committees shall establish a regular schedule of meetings and special meetings shall be held as necessary; establishment level committees shall meet at least quarterly and national committees shall meet at least annually. (1960.37(e))			
	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
Adequate advance notice of committee meetings shall be furnished to employees and each meeting shall be conducted pursuant to a prepared agenda. (1960.37(f))			
	Y N		
	Y N		
Written minutes of each committee meeting shall be maintained and distributed to each committee member, and upon request, shall be made available to employees and to the Secretary. (1960.37(g)) (See also 1960.12(c)(3).)			
	Y N		
	Y N		
U. Committee Formation (1960.38)			
Upon forming such committees, heads of agencies shall submit information to the Secretary concerning the existence, location, and coverage, in terms of establishments and populations, of such committees, certifying to the Secretary that such committees meet the requirements of this subpart. The information submitted should include the name and telephone numbers of the chairperson of each committee, and should be updated annually as part of the annual report required by Section 1960.74 to reflect any changes that may have occurred. (1960.38(a))			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
	Y N		
If, upon evaluation, the Secretary determines that the operations of a committee do not meet the requirements of this subpart, the Secretary shall notify the agency and identify the deficiencies to be remedied. If the agency does not satisfy the Secretary within 90 days that the committee meets the requirements of this subpart, the committee shall not be deemed a committee under Executive Order 12196 and this part. (1960.38(b))			
	Y N		
	Y N		
V. Agency Responsibilities (1960.39)			
Agencies shall make available to committees all agency information relevant and necessary to their duties, except where prohibited by law. Examples of such information include, but are not limited to: The agency's safety and health policies and program; human and financial resources available to implement the program; accident, injury, and illness data; epidemiological data; employee exposure monitoring data; material Safety Data Sheets; inspection reports; reprisal investigation reports; abatement plans; NIOSH hazard evaluation reports; and internal and external evaluation reports. (1960.39(a))			
	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
Agencies shall provide all committee members appropriate training as required by subpart H of this part. (1960.39(b))			
	Y N		
	Y N		
W. Establishment Committee Duties (1960.40)			
The safety and health committee is an integral part of the safety and health program, and helps ensure effective implementation of the program at the establishment level. (1960.40(a))			
An establishment committee formed under this subpart shall, except where prohibited by law: Monitor and assist the safety and health program at establishments under its jurisdiction and make recommendations to the official in charge of the operation of the program. (1960.40(b)(1))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Monitor findings and reports of workplace inspections to confirm that appropriate corrective measures are implemented. (1960.40(b)(2))			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: When requested by the agency Safety and Health Official, or when the committee deems it necessary for effective monitoring of agency establishment inspection procedures, participate in inspections of the establishment. (1960.40(b)(3))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Review internal and external evaluation reports and make recommendations concerning the establishment safety and health program. (1960.40(b)(4))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Review, and recommend changes, as appropriate, to procedures for handling safety and health suggestions and recommendations for employees. (1960.40(b)(5))			
	Y		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: When requested by the Designated Agency Safety and Health Official, or when the committee deems it necessary, comment on standards proposed pursuant to the provisions of Subpart C of this part. (1960.40(b)(6))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Monitor and recommend changes, as required, in the level of resources allocated and spent on the establishment safety and health program. (1960.40(b)(7))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Review agency responses to reports of hazardous conditions, safety and health program deficiencies, and allegations of reprisal. (1960.40(b)(8))			
	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Report their dissatisfaction to the Secretary if half a committee determines there are deficiencies in the establishment's safety and health program or is not satisfied with the agency's reports of reprisal investigations. (1960.40(b)(9))			
	Y N		
	Y N		
An establishment committee formed under this subpart shall, except where prohibited by law: Request the Secretary to conduct an evaluation or inspection if half the members of record are not satisfied with an agency's response to a report of hazardous working conditions. (1960.40(b)(10))			
	Y N		
	Y N		
X. National Committee Duties (1960.41)			
National committees established under this subpart shall, except where prohibited by law: Monitor performance of the agency safety and health program and make policy recommendations to the head of the agency on the operation of the program. (1960.41(a))			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	Y N		
	Y N		
National committees established under this subpart shall, except where prohibited by law: Monitor and assist in the development and operation of the agency's establishment committees. As the committee deems appropriate, monitor and review: Reports of inspections; internal and external evaluation reports; agency safety and health training programs; proposed agency standards; agency plans for abating hazards; and responses to reports of hazardous conditions; safety and health program deficiencies; and allegations of reprisal. (1960.41(b))			
	Y N		
	Y N		
National committees established under this subpart shall, except where prohibited by law: Monitor and recommend changes in the resources allocated to the entire agency safety and health program. (1960.41(c))			
	Y N		
	Y N		
National committees established under this subpart shall, except where prohibited by law: Report their dissatisfaction to the Secretary if half a committee determines there are deficiencies in the agency's safety and health program or is not satisfied with the agency's reports of reprisal			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
investigations. (1960.41(d))			
	Y N		
	Y N		
National committees established under this subpart shall, except where prohibited by law: Request the Secretary to conduct an evaluation or inspection if half the members of record are not satisfied with an agency's response to a report of hazardous working conditions. (1960.41(e))			
	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

V. Allegations of Reprisal (29 CFR Part 1960, Subpart G)

Y. Agency Responsibility (1960.46)			
<p>The head of each agency shall establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination or reprisal for filing a report of an unsafe or unhealthful working condition, or other participation in agency occupational safety and health program activities, or because of the exercise by such employee on behalf of himself or herself or others of any right afforded by section 19 of the Act, Executive Order 12196, or this part. These rights include, among other, the right of an employee to decline to perform his or her assigned task because of a reasonable belief that, under the circumstances the task poses an imminent risk of death or serious bodily harm coupled with a reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in accordance with this part. (1960.46(a))</p>			
Question	Yes No	Explanation	Required Documentation
160. Has the agency developed procedures to protect employees from acts of restraint, interference, coercion, discrimination or reprisal that may result from their:	Y N		Agency procedures.
a. Filing a report of an unsafe or unhealthful working condition?			
b. Participation in other agency occupational safety and health activities?			
c. Exercising on behalf of themselves or others any right afforded by section 19 of the Act, Executive			

★★★ = Program elements authorized for citations.

Agency = Refer to 29 CFR Part 1960.2 for a definition.

Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Order 12196, or 29 CFR Part 1960?			
161. Do these procedures address the rights of employees including, among others, the right to decline to perform assigned tasks because of: a. A reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm; and,	Y N		Agency procedures.
b. A reasonable belief that there is insufficient time to seek effective redress through normal hazard reporting and abatement procedures established in 29 CFR Part 1960?			
162. How has the agency communicated these procedures to employees?	Y N		Agency communications.
Based on the Secretary's evaluation of agencies' procedures for protecting employees from reprisal, the Secretary shall report to the President by September 30, 1982 his findings and recommendations for improvements in procedures for the investigation and resolution of allegations of reprisal. (1960.46(b))			
Z. Results of Investigations (1960.47)			
Each agency shall keep occupational safety and health committees advised of agency activity regarding allegations of reprisal and any agency			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
determinations thereof. Agency officials shall provide copies of reprisal investigation findings, if any, to the Secretary and to the appropriate safety and health committee. (1960.47)			
163. Does the agency have a system for advising certified safety and health committees of agency activities and decisions regarding allegations of reprisal?	Y N		Agency system.
164. Is the agency providing copies of reprisal investigation findings to the Secretary and appropriate certified safety and health committee?	Y N		Agency system.

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

VI. Safety and Health Training (29 CFR Part 1960, Subpart H)

AA. Training of Top Management Officials (1960.54)			
Each agency shall provide top management officials with orientation and other learning experiences which will enable them to manage the occupational safety and health programs of their agencies. Such orientation should include coverage of section 19 of the Act, Executive Order 12196, the requirements of this part, and the agency safety health program. (1960.54)			
Question	Yes No	Explanation	Required Documentation
165. Does the agency have a training program for management officials?	Y N		Agency training/orientation program.
166. Does this program provide orientation and learning experiences that support, at a minimum, knowledge of the following: a. Section 19 of the Act? b. Executive Order 12196? c. 29 CFR Part 1960, Basic Program Elements for Federal Employee OSH Programs and Related Matters? d. The agency's safety and health program?	Y N		Agency identified learning experiences.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

BB. Training of Supervisors (1960.55)

★ ★ ★ Each agency shall provide occupational safety and health training for supervisory employees that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, section 19 of the Act, Executive Order 12196, this part, occupational safety and health standards applicable to the assigned workplaces, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations. (1960.55(a))

167. Does the agency have a safety and health training program for supervisors that includes, at a minimum, a review of:	Y N		Agency training program.
a. Their responsibilities for providing and maintaining safe and healthful working conditions for employees? b. The agency's safety and health program? c. Section 19 of the Act? d. Executive Order 12196? e. 29 CFR Part 1960? f. Occupational safety and health standards applicable to their assigned work places? g. The agency's procedures for reporting and investigating			

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
h. allegations of reprisal? The agency's procedures for abating of hazards? i. Other appropriate rules and regulations?			
This supervisory training should include introductory and specialized courses and materials which will enable supervisors to recognize and eliminate, or reduce, occupational safety and health hazards in their working units. Such training shall also include the development of requisite skills in managing the agency's safety and health program within the work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices. (1960.55(b))			
168. Does the agency provide introductory and specialized courses and materials to supervisors to assist them in developing the skills necessary to: a. Manage the agency's safety and health program? b. Recognize and eliminate or reduce occupational safety and health hazards in their work units? c. Train and motivate subordinates towards assuring safe and healthful work practices?	Y N		Course outlines and skills level expectations; discussions with supervisors and employees; observations.
CC. Training of Safety and Health Specialists (1960.56)			

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>★★★ Each agency shall provide occupational safety and health training for safety and health specialists through courses, laboratory experiences, field study, and other formal learning experiences to prepare them to perform the necessary technical monitoring, consulting, testing, inspecting, designing, and other tasks related to program development and implementation, as well as hazard recognition, evaluation and control, equipment and facility design, standards, analysis of accident, injury, and illness data, and other related tasks. (1960.56(a))</p>			
<p>169. Does the agency have an educational program for safety and health specialists which includes at a minimum:</p> <ul style="list-style-type: none"> a. Safety and health training courses? b. Laboratory experiences? c. Field study? d. Other formal learning experiences? 	<p>Y N</p>		<p>Agency educational program.</p>
<p>170. Does the agency's program provide the necessary skills to perform:</p> <ul style="list-style-type: none"> a. Technical monitoring? b. Consulting? c. Testing? d. Inspecting? e. Designing? f. Other tasks related to program development and implementation? g. Hazard recognition? h. Evaluation and control? 	<p>Y N</p>		<p>Agency educational program.</p>

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
i. Equipment and facility design? j. Standards? k. Analysis of accident, injury and illness data? l. Other related tasks?			
Each agency shall implement career development programs for their occupational safety and health specialists to enable the staff to meet present and future program needs of the agency. (1960.56(b))			
171. Does the agency have a career development program for occupational safety and health specialists?	Y N		Agency career development program.
172. How does the agency measure the success of the program?	Y N		Agency program measures; number of employees completing program.
DD. Training of Safety and Health Inspectors (1960.57)			
★ ★ ★ Each agency shall provide training for safety and health inspectors with respect to appropriate standards, and the use of appropriate equipment and testing procedures necessary to identify and evaluate hazards and suggest general abatement procedures during or following their assigned inspections, as well as preparation of reports and other documentation to support the inspection findings. (1960.57)			
173. Does the agency have a training program for agency safety and health inspectors that includes, at a minimum, information on:	Y N		Agency training program.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
a. Applicable and appropriate standards? b. Appropriate equipment and testing procedures necessary to identify and evaluate hazards and suggest general abatement procedures? c. Preparation of reports and other documentation to support inspection findings?			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

EE. Training of Collateral Duty Safety and Health Personnel and Committee Members (1960.58)

★ ★ ★ Within six months after October 1, 1980, or on appointment of an employee to a collateral duty position or to a committee, each agency shall provide training for collateral duty safety and health personnel and all members of certified occupational safety and health committees commensurate with the scope of their assigned responsibilities. Such training shall include: The agency occupational safety and health program; section 19 of the Act; Executive Order 12196; this part; agency procedures for the reporting, evaluation and abatement of hazards; agency procedures for reporting and investigating allegations of reprisal, the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards, and other appropriate rules and regulations. (1960.58)

174. Does the agency have a training program for collateral duty safety and health personnel and members of certified safety and health committees that provides information on:	Y N		Agency training program.
a. The agency's safety and health program? b. Section 19 of the Act? c. Executive Order 12196? d. 29 CFR Part 1960?			
e. Agency procedures for: o Reporting, evaluating and abating hazards? o Reporting and investigating allegations of reprisal?			

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
o Recognizing hazardous conditions and environments? o Identifying and using occupational safety and health standards? f. Other appropriate rules and regulations?			
FF. Training of Employees and Employee Representatives (1960.59)			
★ ★ ★ Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, for example: Clerical; printing; welding; crane operation; chemical analysis, and computer operations. Such training also shall inform employees of the agency occupational safety and health program, with emphasis on their rights and responsibilities. (1960.59(a))			
175. Does the agency have a job safety and health program for employees that provides general and specialized training appropriate to the work performed by the employee?	Y N		Agency job training program.
176. Does the training program include information on the agency's safety and health program, with particular emphasis on employee rights and responsibilities?	Y N		Agency job training program.
★ ★ ★ Occupational safety and health training for employees of the agency who are representatives of employee groups, such as labor organizations which are recognized by the agency, shall include both introductory and specialized courses and materials that will enable such			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
groups to function appropriately in ensuring safe and healthful working conditions and practices in the workplace and enable them to effectively assist in conducting workplace safety and health inspections. Nothing in this paragraph shall be construed to alter training provisions provided by law, Executive Order, or collective bargaining arrangements. (1960.59(b))			
177. Does the agency have a training program for recognized employee representatives which includes introductory and specialized courses and materials?	Y N		Agency training program.
178. Does the training provided enable these individuals to: a. Function appropriately in ensuring safe and healthful working conditions and practices in the workplace? b. Effectively assist in conducting workplace safety and health inspections?	Y N		Agency training program; statement of program components and skills level expectations.
GG. Training Assistance (1960.60)			
Agency heads may seek training assistance from the Secretary of Labor, the National Institute of Occupational Safety and Health and other appropriate sources. (1960.60(a))			
After the effective date of Executive Order 12196, the Secretary shall, upon request and with reimbursement, conduct orientation for Designated Agency Safety and Health Officials and/or their designees which will enable them to manage the occupational safety and health			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
programs of their agencies. Such orientation shall include coverage of section 19 of the Act, Executive Order 12196, and the requirements of this part. (1960.60(b))			
Upon request and with reimbursement, the Department of Labor shall provide each agency with training materials to assist in fulfilling the training needs of this subpart, including resident and field training courses designed to meet selected training needs of agency safety and health specialists, safety and health inspectors, and collateral duty safety and health personnel. These materials and courses in no way reduce each agency's responsibility to provide whatever specialized training is required by the unique characteristics of its work. (1960.60(c))			
In cooperation with OPM, the Secretary will develop guidelines and/or provide materials for the safety and health training programs for high-level managers, supervisors, members of committees, and employee representatives. (1960.60(c))			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

VII. Recordkeeping and Reporting Requirements (29 CFR Part 1960, Subpart I)

HH. Purpose, Scope and General Provisions (1960.66)			
<p>The purpose of this subpart is to establish uniform requirements for the collection and compilation by agencies of occupational safety and health data, for proper evaluation and necessary corrective action and to assist the Secretary in meeting the requirement to develop and maintain an effective program of collection, compilation, and analysis of occupational safety and health statistics. The term "incident" as hereinafter used in this subpart shall include all occupational injuries and illnesses. (1960.66(a))</p>			
<p>In order to perform his duties under Section 19 of the Act and Executive Order 12196, particularly with respect to providing the President with current information about the Federal agency safety and health program, it is necessary that the Secretary be promptly informed of serious incidents involving agency employees as provided in Section 1960.70. Assistance to agencies in the investigation of such incidents is available pursuant to the provisions of Executive Order 12196 and this subpart. (1960.66(b)) (See also 1960.70(a) - (c).)</p>			
<p>Each agency shall utilize the information collected through its management information system to identify unsafe and unhealthful working conditions, and to establish program priorities. (1960.66(c)) (See also 1960.6 (b)(6).)</p>			
Question	Yes No	Explanation	Required Documentation
179. What process is used by the agency to analyze accident data to identify unsafe and unhealthful working conditions, and to establish program priorities.	Y N		Agency process; agency priority list.
<p>The Department of Labor shall provide Federal agencies with the OSHA Form 101, when requested, to meet the recordkeeping specified in Section 1960.68. (1960.66(d))</p>			
180. What process/form is being used by the agency to report accidents?	Y N		

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
The provisions of this subpart are not intended to discourage agencies from utilizing recordkeeping and reporting forms which contain a more detailed breakdown of information than the form provided by the Department of Labor. (1960.66(e))			
Information concerning occupational injuries and illnesses or accidents which, pursuant to statute or Executive Order, must be kept secret in the interest of national defense or foreign policy shall be recorded on separate forms. Such records shall not be submitted to the Department of Labor, but may be used by the appropriate Federal agency in evaluating the agency's program to reduce occupational injuries, illnesses and accidents. (1960.66(g))			
II. Record or Log of Occupational Injuries and Illnesses (1960.67)			
★ ★ ★ Each Federal agency shall maintain a record or log of all occupational injuries and illnesses for each establishment. Except as provided in Section 1960.71(b) and (c), the log is to be maintained at the establishment. (1960.67(a))			
181. Does each establishment maintain a record or log of all occupational injuries and illnesses?	Y N		
★ ★ ★ Within six working days after receiving information on an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the record or log. For this purpose, the format printed in OSHA 2014 will provide the information required. (1960.67(b))			
182. Does each establishment create a record or log, based on information received, of each employee occupational injury or illness within six (6) working days of the occurrence?	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
183. Does the agency's record or log follow the format provided in OSHA 2014, "Recordkeeping and Reporting Guidelines for Federal Agencies?"	Y N		
★ ★ ★ Any occupational injury, illness or fatality reported on a Form CA-1, CA-2, or CA-6 to the employing establishment/ agency shall be recorded on the log. (1960.67(c))			
184. Do agency records or logs reflect injury, illness and fatality case information filed on Workers' Compensation forms CA-1, CA-2 or CA-6?	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

JJ. Supplementary Record of Occupational Injuries and Illnesses (1960.68)			
<p>★★★ In addition to the record or log of occupational injuries and illnesses provided under Section 1960.67, each Federal agency shall maintain a supplementary record for each occupational injury and illness. The record shall be completed within six working days after the receipt of information that an occupational injury or illness has occurred. For this purpose, OSHA Form No. 101, or OWCP Forms CA-1, CA-2 and CA-6 shall be completed in the detail required by the forms and the instructions therein. (1960.68)</p>			
185. Does the agency maintain a supplementary record for each occupational injury and illness?	Y N		
186. Are supplementary records being completed within six (6) working days after receipt of information that an injury or illness has occurred?	Y N		
187. Is the agency completing accurately and fully the OSHA Form No. 101 or the OWCP Forms CA-1, CA-2 and CA-6?	Y N		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

KK. Annual Summaries of Federal Occupational Injuries and Illnesses (1960.69)

★ ★ ★ Each Federal agency, on a fiscal year basis, shall compile an annual summary of occupational injuries and illnesses as prescribed. The summaries shall be based on the record or log of occupational injuries and illnesses maintained pursuant to Section 1960.67. (1960.69(a))
(See also 1960.71(d).)

188. Does the agency compile annual summaries of occupational injuries and illnesses using information from establishment records or logs?	Y N		Agency summary reports.
--	--------	--	-------------------------

At the agency's option, and consistent with the Privacy Act considerations and applicable bargaining agreements, the last page of the record or log of occupational injuries and illnesses may be posted as the Annual Summary of Federal Occupational Injuries and Illnesses. (1960.69(b))

189. Has the agency exercised its option to post the last page of the record or log as the Annual Summary of Federal Occupational Injuries and Illnesses?	Y N		
---	--------	--	--

Each agency shall furnish the Department of Labor with a copy of its summary upon request of the Secretary. (1960.69(c))

190. Is the agency providing copies of its "Annual Summary of Occupational Injuries and Illnesses" when requested by the Secretary?	Y N		
---	--------	--	--

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
LL. Reporting of Serious Accidents (1960.70)			
★ ★ ★ Within 48 hours after the occurrence of an employment accident, the head of the Federal agency shall report by tele- phone or telegraph to the Occupational Safety and Health Administration: Any occupational accident which is fatal to one or more employees. (- 1960.70(a)(1)) (See also 1960.66(a).)			
191. Has the agency established procedures for the timely reporting of employment accidents to OSHA?	Y N		Agency procedures.
192. Do these procedures require that OSHA be informed by telephone or telegraph within 48 hours of any accident fatal to one or more employees?	Y N		Agency procedures.
★ ★ ★ Within 48 hours after the occurrence of an employment accident, the head of the Federal agency shall report by tele- phone or telegraph to the Occupational Safety and Health Administration: Any occupational accident which results in the inpatient hospitalization of five or more people, agency and nonagency people included. (1960.70(a)(2)) (See also 1960.66(a).)			
193. Do these procedures require that OSHA be informed by telephone or telegraph within 48 hours of any accident resulting in the inpatient hospitalization of five or more agency or nonagency people?	Y N		Agency procedures.
★ ★ ★ Within 48 hours after the occurrence of an employment accident, the head of the Federal agency shall report by tele- phone or			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
telegraph to the Occupational Safety and Health Administration: Any occupational illness which results in death. (1960.70(a)(3)) (See also 1960.66(a).)			
194. Do these procedures require that OSHA be informed by telephone or telegraph within 48 hours of any illness resulting in death?	Y N		Agency procedures.
★ ★ ★ Within 48 hours after the occurrence of an employment accident, the head of the Federal agency shall report by tele- phone or telegraph to the Occupational Safety and Health Administration: Any occupational accident involving both Federal and non-Federal employees which results in a fatality or the hospitalization of five or more such employees. (1960.70(a)(4))			
195. Do these procedures require that OSHA be informed by telephone or telegraph within 48 hours of any accident involving Federal and non-Federal employees and resulting in a fatality or the hospitalization of five or more of the employees?	Y N		Agency procedures.
★ ★ ★ Accidents not immediately reportable, but which result in death within six months of the date of the accident, shall be reported within 48 hours of the time the employer became aware of the death. (1960.70)			
196. Do these procedures require that OSHA be informed by telephone or telegraph within 48 hours of any death occurring within 6-months of an accident?	Y N		Agency procedures.
The report shall relate the circumstances of the accident, names of individuals involved, any actions taken by the agency, the number of			

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
fatalities, and/or injuries and illnesses and the extent of any injuries. (1960.70(b)) (See also 1960.66(a).)			
197. Do these procedures require that each telephone or telegraph report relate the following information: a. The circumstances of the accident? b. The names of individuals involved? c. Any actions taken by the agency? d. The number of fatalities? e. The number of injuries and illnesses? f. The extent of any injuries?	Y N		Agency procedures.
★ ★ ★ Agencies shall provide the Office of Federal Agency programs with a summary report of each fatal and catastrophic accident investigation. The summaries shall address the date/time of accident, agency/establishment name and location, personnel categories (employee, public, etc.) and consequences, description of operation and the accident causal factors, applicable standards and their effectiveness and agency corrective/preventive actions. (1960.70(c)) (See also 1960.66(a).)			
198. Has the agency established procedures for reporting summary information on fatal and catastrophic investigations to the Office of Federal Agency Programs, U.S. Department of Labor?	Y N		Agency procedures.
199. Do these procedures include the requirement that each summary provide the	Y N		Agency procedures.

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
<p>following:</p> <ul style="list-style-type: none"> a. The date and time of the accident? b. The name and location of the agency and/or establishment? c. The categories of personnel involved (employees, public, etc.)? d. A description of special circumstances resulting from the accident? e. A description of the operations at the time of the accident? f. A statement of the accident causal factors? 			
<ul style="list-style-type: none"> g. An identification of applicable standards? h. The agency's corrective and preventive actions? 			
MM. Locations and Utilization of Records and Reports (1960.71)			
<p>The provisions of the section dealing with the availability of information compiled pursuant to this subpart, are designed to guide agencies in providing agency employees and their representatives with the basic information necessary to assure that they can actively participate in an agency safety and health program. The provisions of this section are also designed to encourage agencies to allow agency safety and health inspectors to have direct access to the accident, injury and illness records of the establishments they are inspecting in order that they may</p>			

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
better carry out their duties pursuant to Subpart D of this part. (1960.71(a))			
200. Does agency support inspector access to agency accident, injury and illness records?	Y N		
★ ★ ★ The log and supplementary records required by Section 1960.67 and 1960.68 shall be maintained at each establishment. Where, for reasons of efficient administration or practicality, an agency must maintain these records at a place other than at each establishment, such agency shall ensure that there is available at each establishment a copy of these records. These records shall be complete and as current as possible, in no case shall more than six months elapse between the recording of an illness or injury occurring in an establishment and the availability of records reflecting that injury or illness at that establishment. (1960.71(b))			
201. Does each establishment maintain a complete and current file of all accidents, injuries and illnesses at the worksite?	Y N		
202. Does the lapse time between log entry dates and the records completion dates equals not more than 6 months?	Y N		
For agencies engaged in activities such as agriculture, construction, transportation, communication, and electric, gas and sanitary services, which may be physically dispersed, the log and supplementary records, or copies thereof, may be maintained at a place to which employees report each day. (1960.71(c)(1))			
203. Does the agency engage in any activities, as defined by this section, for which the logs and supplementary records, or copies thereof, are maintained at a place other than	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
the establishment?			
For personnel who do not primarily report or work at a single establishment, and who are generally not supervised in their daily work, such as traveling employees, technicians, engineers, etc., the log and supplementary records, or copies thereof, may be maintained at the base from which personnel operate to carry out their activities. (1960.71(c(2)))			
204. Does the agency employ personnel, as defined by this section, for which a "home of record" has been established for the purpose of maintaining the log and supplementary records, or copies thereof?	Y N		
★ ★ ★ Each Federal agency shall post a copy of its agency annual summary of Federal occupational injuries and illnesses for an establishment, as compiled pursuant to sections 1960.67 and 1960.69, at such establishment, not later than 45 calendar days after the close of the fiscal year or otherwise disseminate a copy of the annual summary for an establishment in written form to all employees of the establishment. Copies of the annual summary shall be posted for a minimum of 30 consecutive days in a conspicuous place or places in the establishment where notices to employees are customarily posted. Where establishment activities are physically dispensed, the notice may be posted at the location to which employees report each day. Where employees do not primarily work at or report to a single location, the notice may be posted at the location from which the employees operate to carry out their activities. Each Federal agency shall take necessary steps to ensure that such summary is not altered, defaced, or covered by other material. (1960.71(d)) (See also 1960.69(b))			
205. Is the agency: a. Posting a copy of the annual summary of injuries and illnesses not later than 45 days following the end of each fiscal year or provide a	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question		Yes No	Explanation	Required Documentation
b.	written copy to each employee?			
	Posting each summary for 30 consecutive days in a conspicuous place or places where employees are customarily posted?	Y N		
c.	Taking the necessary steps to ensure that the summary is not altered, defaced or covered by other material?	Y N		
★ ★ ★ The head of each agency shall ensure access to establishment logs and annual summaries by the establishment's Occupational Safety and Health Committees, employees, former employees and employee representatives. (1960.71(e))				
206.	Does the agency ensure that its logs and annual summaries are accessible to certified safety and health committees and current and former employees and their representatives?	Y N		
NN. Access to Records by Secretary (1960.72)				
★ ★ ★ The records required to be maintained under the provisions of this subpart shall also be available and made accessible to the Secretary of Labor, Secretary of Health and Human Services and their authorized representative. (1960.72)				
207.	Are agency records available and accessible to the Secretaries of Labor and Health and	Y N		

★ ★ ★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
Human Services or their representatives?			
OO. Retention of Records (1960.73)			
★ ★ ★ The records and reports required to be maintained under the provisions of this subpart shall be retained by each agency for five years following the end of the fiscal year to which they relate, at any location including a Federal record retention center, to which the Secretary or his authorized representative would have reasonable access. In addition, records required by OSHA standards shall be retained in accordance with those standards. (1960.73)			
208. Are agency records and reports: a. Retained for five (5) years following the end of the fiscal year to which they relate? b. Located at any location to which the Secretary or his or her representative has reasonable access? c. Retained in accordance with other standards where required?	 Y N Y N Y N		
PP. Agency Annual Reports (1960.74)			
The Act and E.O. 12196 require all Federal agency heads to submit to the Secretary an annual report on their agency's occupational safety and health program, containing such information as the Secretary prescribes. (1960.74(a))			
209. Is the agency providing an annual report on	Y		

★ ★ ★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
its occupational safety and health program?	N		
Each agency shall submit to the Secretary by January 1 of each year a report describing the agency occupational safety and health program of the previous fiscal year and objectives for the current year. The report shall include a summary of the agency's self-evaluation findings as required by Section 1960.78(b). (1960.74(a)(1))			
210. Does each agency report provide the following information: a. A program description for the previous fiscal year? b. The current year's objective? c. A summary of the findings of the self-evaluation?	Y N		
Guidelines for agency annual reports to OSHA are prescribed in OSHA publication 2014. The Secretary shall notify agencies by January of any changes to the guidelines for the subsequent year's report. (1960.74(a)(2))			
211. Are agency reports prepared in compliance with the guidelines prescribed in OSHA publication 2014?	Y N		
The agency reports shall be used in the preparation of the Secretary's report to the President. (1960.74(a)(3))			
The Secretary shall submit to the President by October 1 of each year a summary report of the status of the occupational safety and health of Federal employees, based on agency reports, evaluations of individual agency progress and problems in correcting unsafe or unhealthful working conditions, and recommendations for improving their performance. (1960.74(b))			

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

VIII. Evaluation of Federal Occupational Safety and Health Programs (29 CFR Part 1960, Subpart J)

QQ. Self-Evaluations of Occupational Safety and Health Programs (1960.79)			
Agency heads shall develop and implement a program of self-evaluations to determine the effectiveness of their occupational safety and health programs. The self-evaluations are to include qualitative assessments of the extent to which their agency safety and health programs are: Developed in accordance with the requirements set forth in Executive Order 12196 and this part. (1960.79(a)) (See also 1960.6(b)(5).)			
Question	Yes No	Explanation	Required Documentation
212. Has the agency developed self-evaluation procedures and criteria?	Y N		Agency procedures and criteria.
213. Do these procedures require a qualitative assessment of the extent to which the agency safety and health programs were developed in accordance with the requirements of Executive Order 12196?	Y N		Agency procedures. Recent agency self-evaluation report.

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

Agency heads shall develop and implement a program of self-evaluations to determine the effectiveness of their occupational safety and health programs. The self-evaluations are to include qualitative assessments of the extent to which their agency safety and health programs are: Implemented effectively in all agency field activities. (1960.79(b)) (See also 1960.6(b)(5).)

214. Do these procedures require a qualitative assessment of the extent to which the agency safety and health programs were implemented effectively in all agency field activities?	Y N		Agency procedures. Recent agency self-evaluation report.
---	--------	--	---

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
----------	-----------	-------------	------------------------

	Y N		
	Y N		
	Y N		
	Y N		
	Y N		
	Y N		
	Y N		
	Y		

★★★ = Program elements authorized for citations.
Agency = Refer to 29 CFR Part 1960.2 for a definition.
Annual = Every 12 months.

Question	Yes No	Explanation	Required Documentation
	N		

★★★ = Program elements authorized for citations.
 Agency = Refer to 29 CFR Part 1960.2 for a definition.
 Annual = Every 12 months.